



Annual Benefits Enrollment

PDS Tech provides competitive benefits to assist employees in managing their health and well being. Once a year, PDS Tech allows employees to change certain benefit elections during a period known as Annual Benefits Enrollment. Annual enrollment for the current year will begin shortly. The dates will be communicated with this announcement and on MyPDS at www.pdstech.com/mypds.

Everyone's benefit needs are different and may change over time. It's important to take time during this period to review your benefit options, then, enroll or make changes as needed.

Annual Benefits Enrollment is entirely voluntary and *not participating* will result in *no changes to your current benefit elections*.

The maximum amount you may contribute to an H.S.A. may change from year to year. If you make no changes to your H.S.A. savings contribution it will remain the same for the upcoming year and you may not be taking advantage of your maximum contribution. We encourage you to review your H.S.A. savings contribution and make any changes appropriate to your situation.

We recommend you review any of your elected plans at the Employee Self Service website <https://ess.pdstech.com> to note any coverage or rate changes to your current elections.

Annual Benefits Enrollment Checklist:

1. Review the Benefits available to you and changes for the New Year at *MyPDS* <http://www.pdstech.com/mypds>.
2. Logon to the *PDS Employee Self Service Portal* at <https://ess.pdstech.com>.
3. Enter the Annual Enrollment Section by selecting *Annual Enrollment*
4. Review your Dependents and make any changes required for your family
5. Make changes to your benefit elections by selecting *Benefits Enrollment*
6. Review your Insurance Beneficiaries by selecting *Beneficiary*

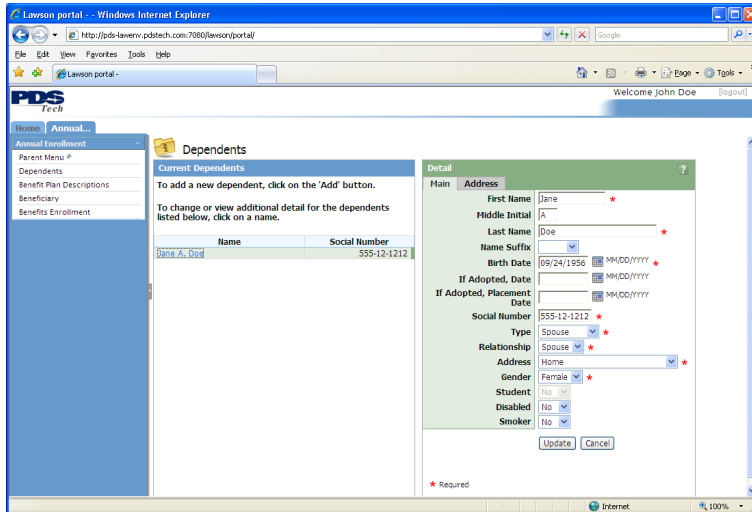
Employees familiar with the Open Enrollment Process may wish to jump to Page10 of this document and get started with making changes to elections made in previous years.

Annual Benefits Enrollment

Review your Dependents

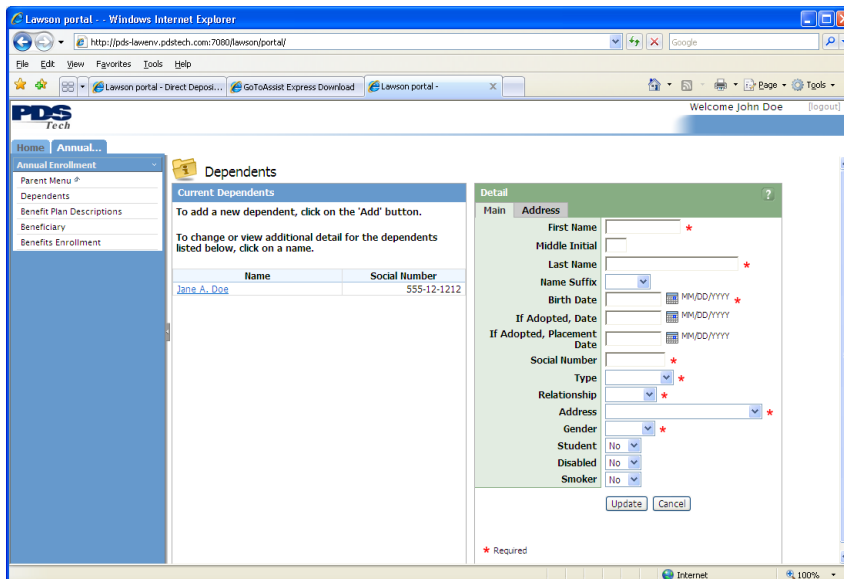
Prior to beginning the Benefits Enrollment process take a moment to review your dependents and confirm the system has accurate information about your family.

You can review dependent information by selecting the name of the dependent from the list show.



After making any changes save your changes by clicking the **Update** button.

Add a dependent by clicking the **Add** button and completing the information in the detail screen. The required fields are marked by a *. When you have complete the information click the **Update** button to save the new dependent.

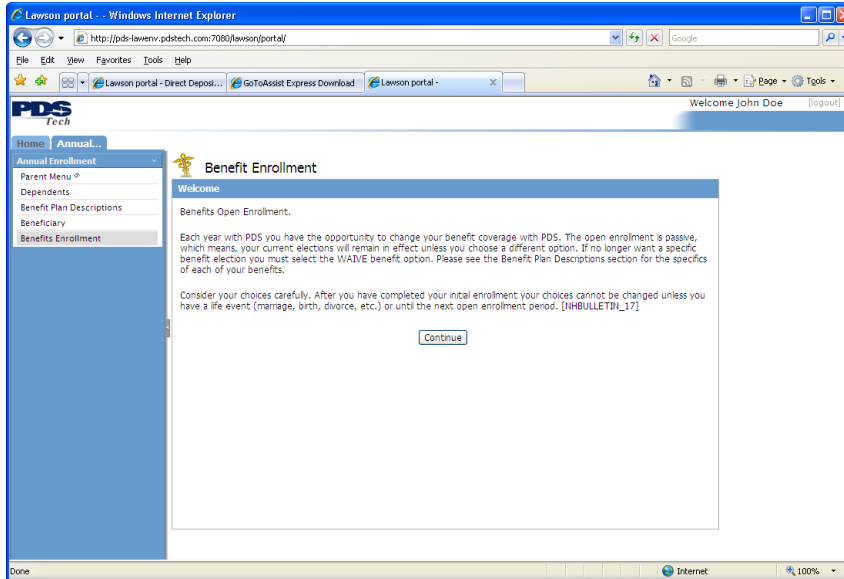


Note: If you need to remove a dependent please contact the PDS Tech Benefits Department.

Annual Benefits Enrollment

Benefits Enrollment

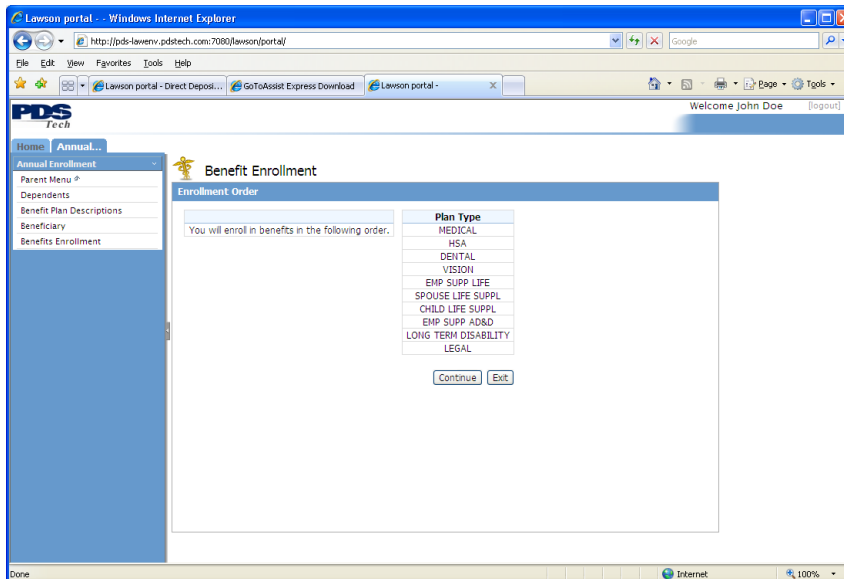
Begin the process of selecting your New benefits by clicking on the *Benefits Enrollment* link. You will be presented with a splash screen describing the process of enrolling in benefits.



If you have previously elected benefits with PDS please follow the instructions beginning on Page 10 of this help document.

Otherwise continue below.

You will be presented with a list of benefits you are able to modify for the New Year.



Click on the [Continue](#) to proceed.

Annual Benefits Enrollment

You will be shown a list of your current year benefits, options you have selected and the corresponding costs. A summary of pre-tax and after-tax costs per pay period is given underneath the detail.

The screenshot shows the 'Benefit Enrollment' page in a web browser. The page title is 'Benefit Enrollment' and it displays 'Current Benefits' for the user 'John Doe'. The benefits are listed in a table with columns for Plan, Start Date, Coverage, and Your Cost. Below the table is a 'Pay Period Summary' table showing total pre-tax and after-tax contributions.

Plan	Start Date	Coverage	Your Cost
Aetna HRA Medical Plan Jane Doe	07/27/2008	EE + Spouse	154.73 Pre-tax
Aetna PDO Dental Plan Jane Doe	07/27/2008	EE and 1 Dep	23.42 Pre-tax
Vision Service Plan Jane Doe	07/27/2008	EE and 1 Dep	2.34 Pre-tax
Aetna Supplemental Life Jane Doe	07/27/2008	84,000.00	17.06 After-tax
Aetna Supplemental Life Spouse Jane Doe	07/27/2008	30,000.00	2.98 After-tax

Pay Period Summary		Cost
Total pre-tax contributions		180.49
Total after-tax contributions		20.04

Buttons:

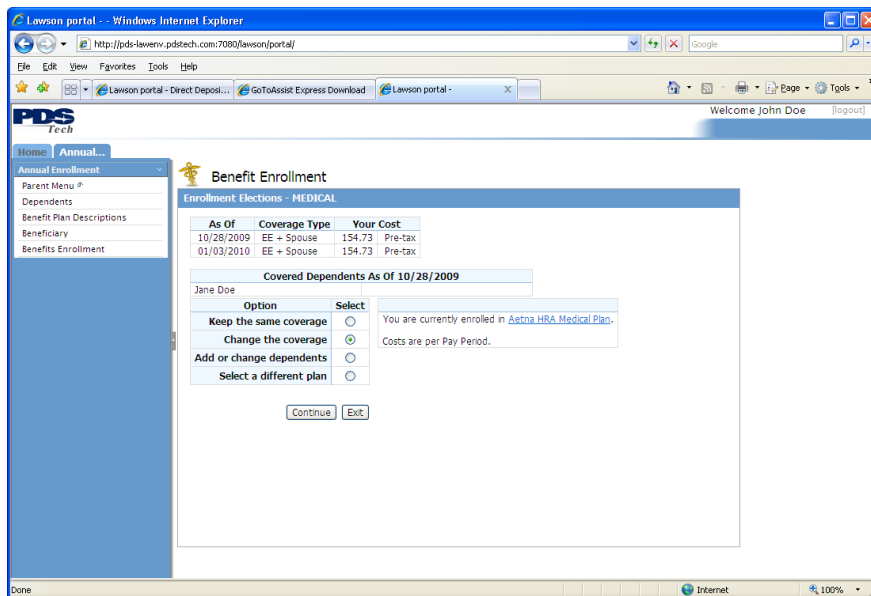
Select to begin making changes for the New Year.

Annual Benefits Enrollment

You will be presented with each benefit option you are eligible for. If you are currently enrolled in a benefit you will be given the options to:

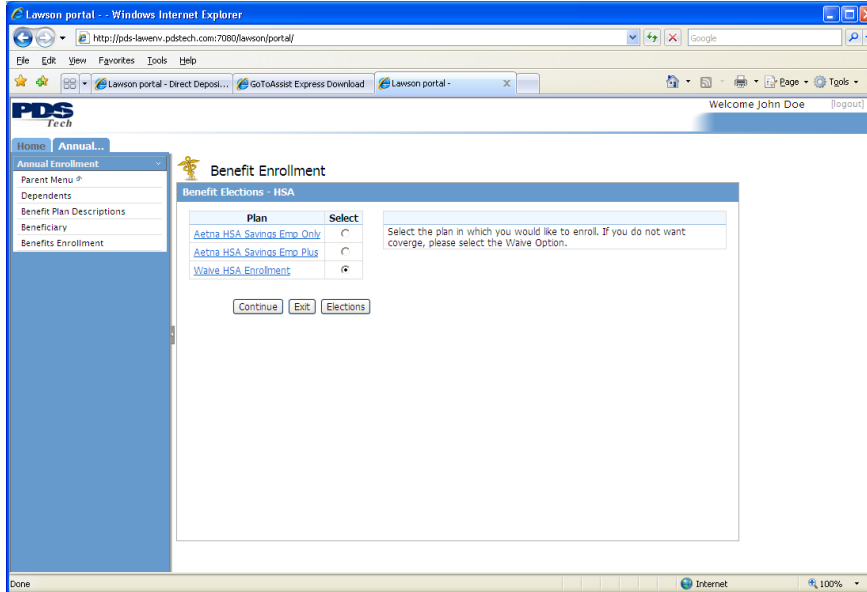
1. Keep the same Coverage
2. Change the Coverage
3. Add or Change Dependents (if applicable)
4. Select a Different Plan

Click on the appropriate radio button for your situation.

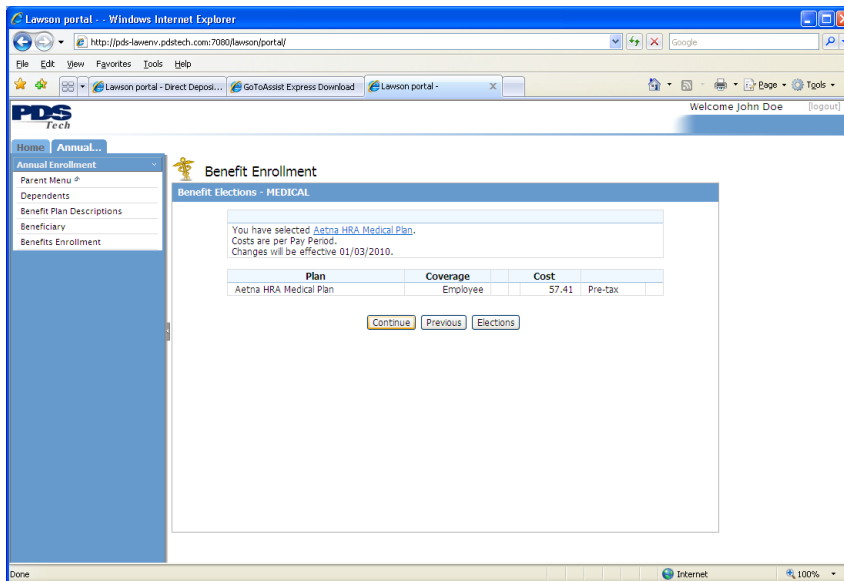


Annual Benefits Enrollment

If you are not currently enrolled in an eligible benefit you will have the opportunity to select the benefit and associated coverages. If you do not wish to enroll in a benefit presented you should select the WAIVE option for the benefit.



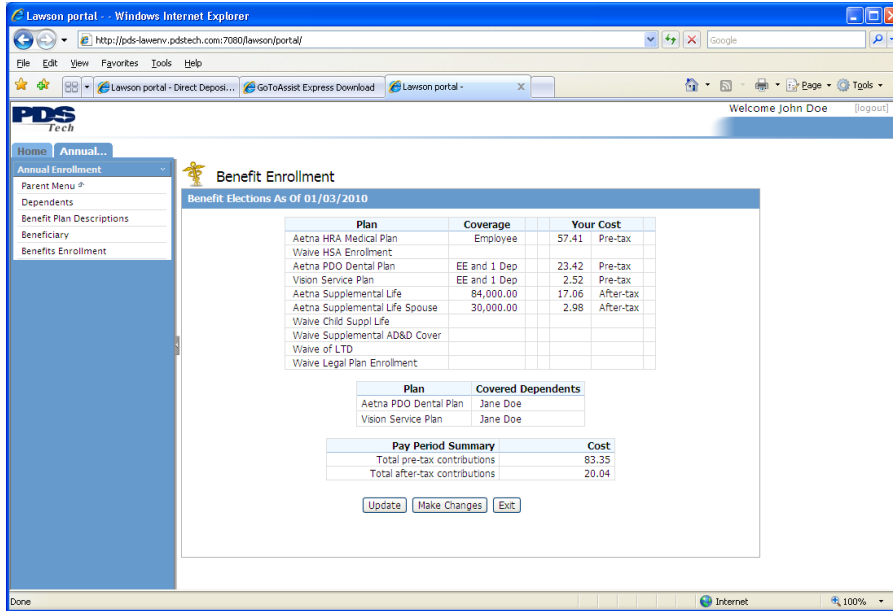
After making each benefit election you will be presented with a confirmation of your selection. If you wish to change an election, click on the **Previous** button. To finish the election of a benefit and move to the next benefit click the **Continue** button.



Annual Benefits Enrollment

When you have been prompted through all your benefit elections you will be presented with a summary page showing you what your selections and costs will be for the New Year.

You can confirm and save these benefits by selecting the  button.






The screenshot shows the 'Benefit Enrollment' page in a web browser. The page title is 'Benefit Elections As Of 01/03/2010'. It contains several tables and sections:

Plan	Coverage	Your Cost	
Aetna HRA Medical Plan	Employee	57.41	Pre-tax
Waive HSA Enrollment			
Aetna PDO Dental Plan	EE and 1 Dep	23.42	Pre-tax
Vision Service Plan	EE and 1 Dep	2.52	Pre-tax
Aetna Supplemental Life	84,000.00	17.06	After-tax
Aetna Supplemental Life Spouse	30,000.00	2.98	After-tax
Waive Child Suppl Life			
Waive Supplemental AD&D Cover			
Waive of LTD			
Waive Legal Plan Enrollment			

Plan	Covered Dependents
Aetna PDO Dental Plan	Jane Doe
Vision Service Plan	Jane Doe

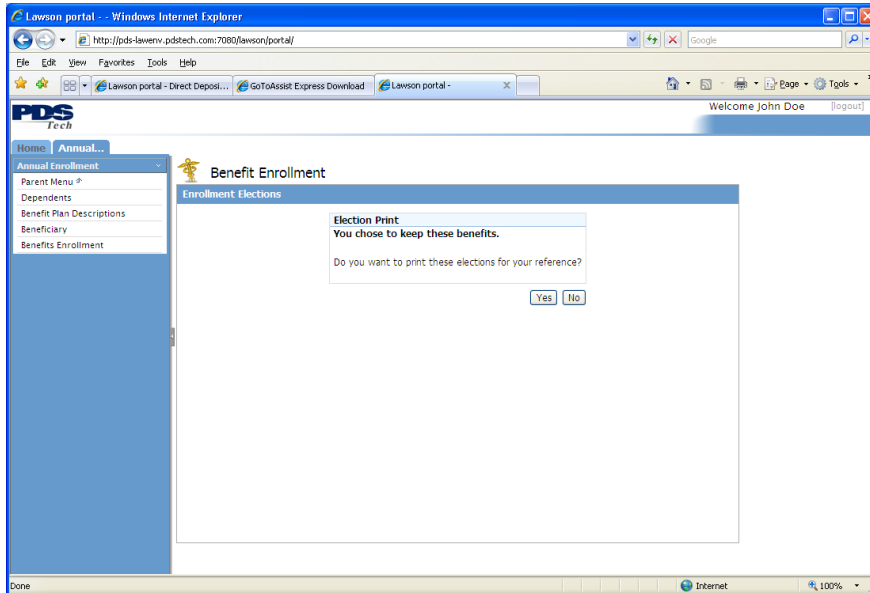
Pay Period Summary	Cost
Total pre-tax contributions	83.35
Total after-tax contributions	20.04

At the bottom of the page, there are three buttons: , , and .

If you wish to adjust any of your selections select the  button.

Annual Benefits Enrollment

After saving your benefit elections for the New Year you will be given an opportunity to print a summary of your elections. We recommend you print this summary and keep for your records.

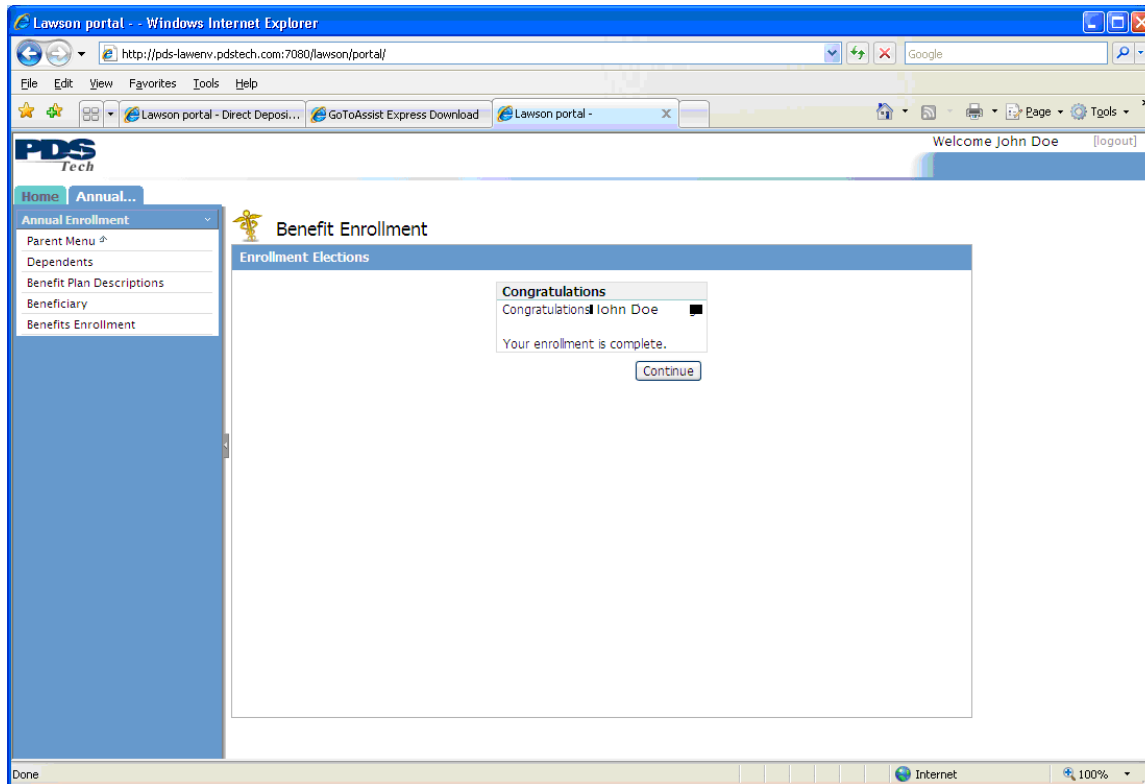


You are able to modify your benefit selections any time during Annual Enrollment. When Annual Enrollment is concluded your benefit selections are final and changes will not be possible until the next Annual Enrollment or until you have a qualifying Life Event (Birth, Marriage, Divorce, etc.).



Annual Benefits Enrollment

You have now completed the Annual Enrollment process. You may return to other Employee Self Service features by clicking the **Home** tab under the PDS Tech logo.



Annual Benefits Enrollment

Modifying your New Year Benefit Elections

During the Annual Enrollment period you may change your benefit elections made in a previous year or change benefits elected in a previous session.

After entering annual enrollment you will be presented first with a screen showing your current elections, followed, by a screen showing the elections you selected during your last session.

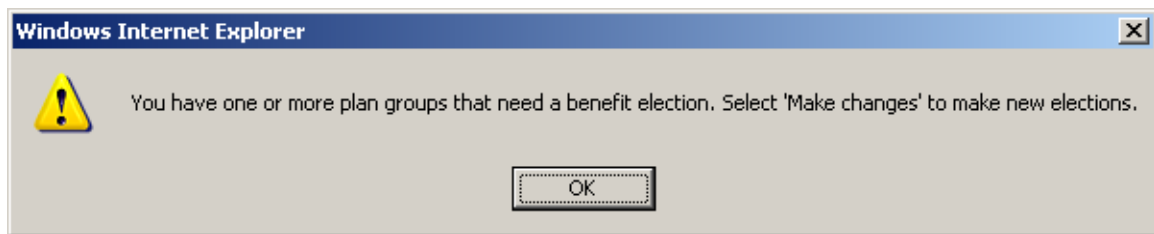
Current Benefits

Plan	Start Date	Coverage			
Aetna ER Paid Life Staff	01/03/2009	50,000.00			
Aetna ER Paid AD&D Staff	01/03/2009	50,000.00			
Aetna Staff LTD	01/03/2009	100%			

Pay Period Summary	Cost
Total pre-tax contributions	0.00
Total after-tax contributions	0.00

Continue Exit

Depending on which elections you selected for your benefits previously, you may be given a prompt which indicates the system requires you to make elections for one or more benefits.



Simply click the OK button and a list of elections as they will be in the New Year will be displayed.

Annual Benefits Enrollment

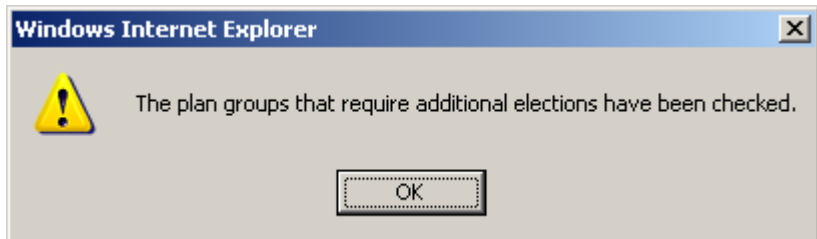
New Year Benefit Elections based on last year or a previous sessions elections:

Benefit Elections As Of 01/02/2011

Plan	Coverage	Your Cost	
Aetna HSA Medical Plan	Employee	1.24	Pre-tax
Waive HSA Enrollment			
Dental Waive Plan			
Waive Vision Plan Coverage			
Aetna ER Paid Life Staff	50,000.00		
Aetna Supplemental Life	179,000.00	17.76	After-tax
Waive Company Paid Spouse Life			
Waive Spouse Suppl Life			
Waive Company Paid Child Life			
Waive Child Suppl Life			
Aetna ER Paid AD&D Staff	50,000.00		
Waive Supplemental AD&D Cover			
Aetna Staff LTD	100%		
Waive Legal Plan Enrollment			

Pay Period Summary	Cost
Total pre-tax contributions	1.24
Total after-tax contributions	17.76

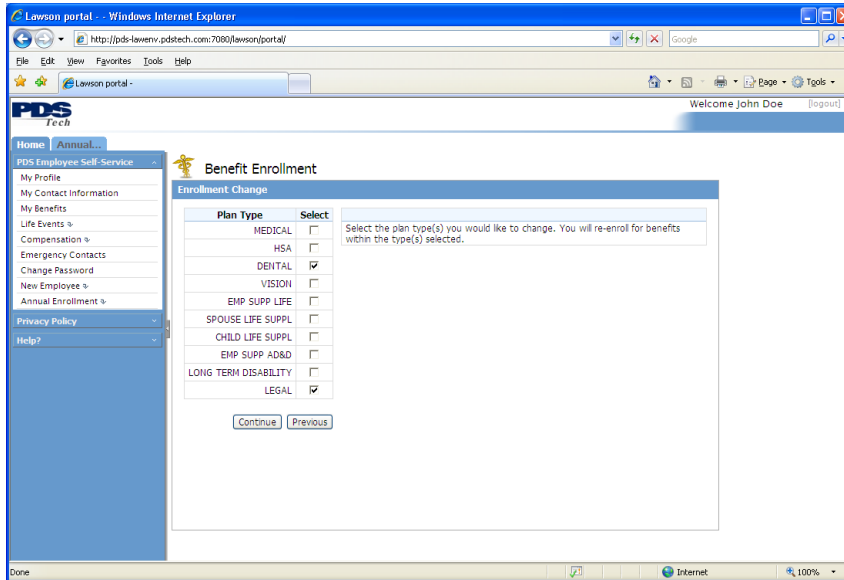
Click on the Make Changes button to modify your current elections. You may receive another prompt indicating the plans which require you to make an election for the New Year have already been selected for you.



Simply acknowledge the prompt by clicking on OK.

Annual Benefits Enrollment

You will then be presented with a list of benefits you may modify. Check the appropriate boxes of the benefits you wish to change and click on the **Continue** button.



You will be prompted through each of the benefits you checked and allowed to change your previous elections. (Reference Page 5). At the end, you will once again be presented with a summary page of all your New Year Benefits.

Select the **Update** button to keep these changes, or the **Make Changes** button to modify additional benefit elections.